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Spring 2007

CS 207: Advanced Office Productivity II

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CS 207 Syllabus spring 2007
Advanced Office Productivity II
Tuesdays and Thursdays 6-7:40PM
Rm. 320 Oelman Hall

Instructor : Mrs. Amanda Hood (amanda.hood@wright.edu)
Office : 303 Russ (office hours by appt. only)
Dept. Office : 303 Russ
Phone : (937) 775-5131 (leave message)

Office Hours

Office hours will be on an appointment basis. Feel free to e-mail me with any questions. Please give up to 24 hours for me to respond.

Course Description

This course covers post-advanced microcomputer applications including Microsoft Office Word 2003, Excel 2003, Access 2003, and PowerPoint 2003. Topics include: creating an online form, working with macros and Visual Basic for Applications (VBA), working with a master document, and index and a table of contents, linking an Excel worksheet and charting its data in Word, formula auditing, data validation, and complex problem solving in Excel, importing data into Excel, working with PivotCharts, PivotTables, and trendlines in Excel, creating a PivotTable List, advanced Access report and form techniques, and creating a multi-page form, administering a database system, creating a self-running presentation containing shapes, templates and clips.

Course Format

A combination of lecture and lab activities will be used during class. Typically, the first part of the class will be dedicated to lecture and the remainder of the class will be used to complete lab-based assignments. A training CD is available to provide supplemental task based instruction. Web based activities and interactive labs provide material reinforcement and alternative methods to learning.

Credit Hours 4 quarter hours

Course-Prerequisites

CS 205 and 206.

Objectives

- 1) Extend and solidify students' knowledge of Microsoft Office 2003 software packages of Word, Excel, Access, and PowerPoint.
- 2) Acquaint students with the procedures to create and manipulate sophisticated documents, workbooks, databases, and presentations.
- 3) Assist students in making ready for theses and paper preparation and research conduct, documentation and analysis.

Course Goals

1. To understand the fundamentals of computing so students are able to use a computer as a decision support and problem solving tool.
2. To use software applications to assist in making organizational and business decisions.
3. To be aware of the latest technologies and their application to organizations.

4. To be aware of the ethical and social implications of computing so students can make informed, responsible decisions.

Required Reading Material

Microsoft Office Post Advanced Concepts and Techniques, Gary B. Shelly, Thomas J. Cashman and Misty E. Vermaat, Course Technology.

SAM Assessment CD – used for training and testing. If you have not used SAM in 205 or 206 you will need to purchase a disk. The key code on the inside of the software package will be used to register you as a user/student.

Note: All of the above materials are packaged to save cost and available in the campus bookstore. All materials are required.

Requirements, Grading and Policies

90 -100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
59% and below	F

The grade breakdown is as follows: A=320-290 pts., B=289-260 pts., C=259-230 pts., D=229-200 pts., F=below 200 pts.

Lab Exercises (Includes both Projects and In the Lab assignments)	120 points
Exam 1	100 points
Exam 2	100 points
Total	320 points

***Do quality work! Neatness, spelling, grammar, typographical errors, and not following instructions, will all result in assignment point deductions. It is important that you utilize your lab time while it is available to you. You may easily fall behind if you do not work on your assignments during lab times. Please feel free to ask any questions regarding the labs and/or assignments. I am happy to help!

Homework and Assignments

In addition to formal lab assignments, your homework **each week includes reading the assigned chapters** and/or handouts, and completing the assigned exercises.

- Students who have not performed the necessary preparatory work will have difficulty following class discussions and working on the lab assignment.

On the assignments, **include your full name and assignment title on all work turned in for this course.**

Exams

No make-up exam will be given without a documented illness or emergency!

Late Work Policy

Assignments are due at the beginning of class. Do not expect to come to class and finish or print the assignment due that day. Once class has begun, if you have not handed your assignment to the instructor, the assignment is late and points will be deducted.

Assignments will be accepted up to one (1) class late, but will be subjected to a 10% penalty. All work is due at the start of class. Late work is also due at the start of the following class. Work more than one (1) class late will not be accepted! Instructor reserves the right to use her own discretion regarding late assignments.

Plagiarism/Academic Dishonesty

Academic dishonesty, of any kind, will not be tolerated in this course. As outlined in the student handbook, any student caught cheating, copying files, etc. will receive a **minimum punishment of an "F"** for the assignment, and repeated or flagrant violations will be punished more severely.

Class Attendance

Class attendance is very crucial! Classes may be subject to last minute changes which you will not be aware of unless you attend. Any questions about the assignments that may arise can be answered during class time. If you do not attend, you will not benefit from the help and advice of your instructor.

Policy Revisions

The instructor reserves the right to make any changes to the syllabus or above stated policies and procedures. Students will be notified if changes are made in lab, during class, or via WebCT.

Saving Your Work

You are responsible for saving your own work by using either floppy diskettes (approximately 6) or USB Flash Memory. DO NOT save any files on the C or D drives, as they will be deleted when the cleaning program is run.

Computer Labs

Labs in 152C Russ Center are open 7 days a week, 24 hours per day. You may have to present your Student ID and class registration form. Open lab hours for 320 Oelman will also be announced in class.

Assignments

All assignments are graded according to grade criteria. You will turn in all assignments on disk or through WebCT and paper (as appropriate). Please remember to put your name, project number, and section number on your disk. You may want to use pencil to be able to erase and re-use disks as needed. Please also be careful to use the correct filenames for your assignments. Grades will be recorded through WebCT.

Class Thoughts

- Save early and save often
- Watch for deadlines. You will lose points if you turn in assignments late (See Late Assignment Policy)
- The network drive erases files when the computer is turned off. Only use this drive to save temporarily, if at all.
- The student data files needed by the book are on the C: drive, as well as being able to be downloaded from course.com
- If you need help, ask!
- You are responsible for following the responsible use of computing equipment guidelines. Please refer to <http://www.wright.edu/wrightway/3002.html> for complete information.

Tentative Course Schedule

****instructor reserves the right to make any changes to this schedule throughout the quarter**

DC: Discovering Computers

NP: New Perspectives

Date	Tuesday	Thursday
March 27	Introductions. Go over course syllabus. Overview of Windows. Overview of Word.	
March 29		Word Project 9. Page WD 710, In the Lab 1.
April 3	Word Project 9 cont'd.	
April 5		Excel Project 7. Page EX 564, In the Lab 3. Word Project 9 due .
April 10	Excel Project 7 cont'd. Page WD 710, In the Lab due .	
April 12		Excel Project 8. Page EX 633, In the Lab 1. Excel Project 7 due .
April 17	Excel Project 8 cont'd. Page EX 564, In the Lab 3 due .	
April 19		Excel Project 9. Page EX 723, In the Lab 3. Excel Project 8 due .
April 24	Excel Project 9 cont'd. Page EX 633, In the Lab 1 due .	
April 26		Review for Exam 1. Excel Project 9 and Page EX 723, In the Lab 3 due .
May 1	Exam #1	
May 3		Access Project 7. Page AC 4478, In the Lab 1.

May 8	Access Project 7 cont'd.	
May 10		Access Project 8. Page AC 525, In the Lab 1. Access Project 7 due.
May 15	Access Project 8 cont'd. Page AC 448, In the Lab 1 due.	
May 17		Access Project 9. Page AC 581, In the Lab 1. Access Project 8 due.
May 22	Access Project 9 cont'd. Page AC 525, In the Lab 1 due.	
May 24		PowerPoint Project 6. Page PPT 466, In the Lab 2. Access Project 9 and Page AC 581, In the Lab 1 due. Extra credit assigned.
May 29	Review for Exam #2. PowerPoint Project 6 and Page PPT 466, In the Lab 2 due. Extra credit due.	
May 31		Exam #2